

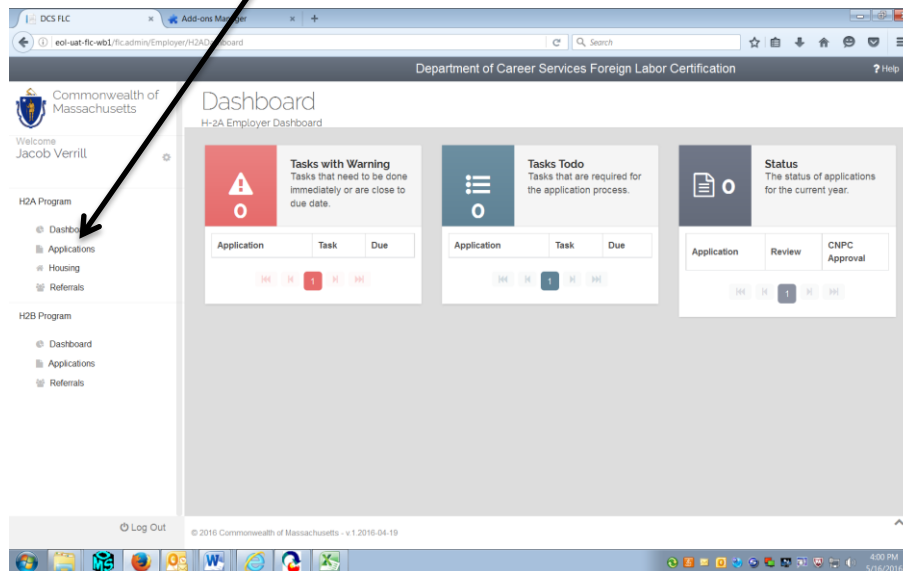
## MODULE 3 – Step-By-Step Directions to complete ETA-790

### Introduction:

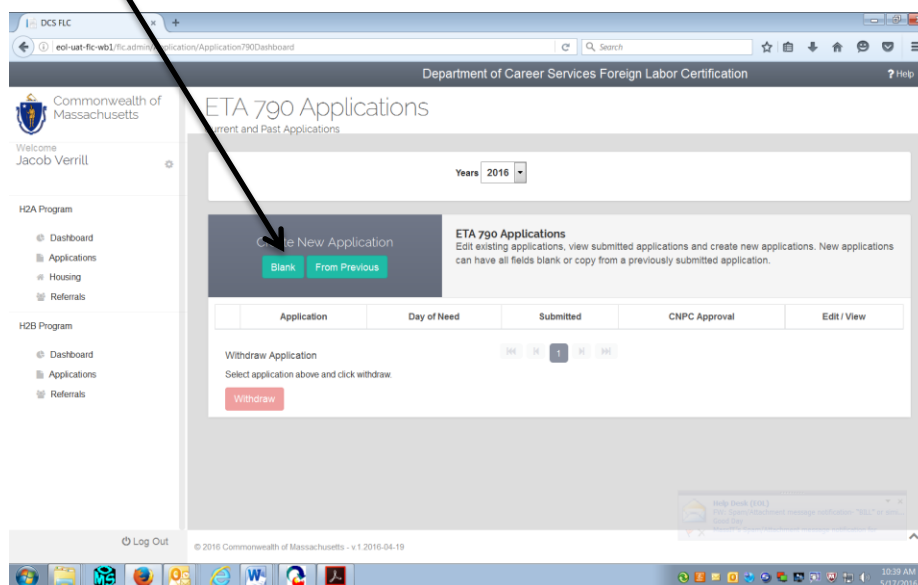
The ETA-790 has 7 Tabs that you need to open and complete. The tabs are located at the top of the Page. You will have to click on each tab to open that page.

You will have to create a NEW application once your registration is approved by DCS. But for subsequent applications, you can use the previously created ETA-790.

Log-on to your account, the following page will open; Select “Application”



Click on “Blank”



**Start with the first tab.**

**TAB 1 – Contact Information – Employer’s/Agents name and address.**

The information is pre-filled (from your employer profile that you did in module 1). If you need to change any information you will have to go back to the **“Employer’s profile”** and change the information there.

**TAB 2 – Work and Housing Site**

Click on **“Add work”**; the information on work site will appear

Click on **“Add Housing”**; the information on ‘housing’ will appear.

**Please note that both worksite and housing information must be completed on Employer’s/Agent’s profile. You can add more than 1 housing site and/or worksite. You will NOT be able to add housing or worksite directly on this page.**

The screenshot displays the 'ETA 790 Application' interface for the Department of Career Services Foreign Labor Certification. The user is logged in as Jacob Verrill. The main navigation bar includes links for Contact Information, Work And Housing Site (selected), Time And Meals, Referral and Requirements, Wage and Transportation, Practices, and View And Submit. The 'Work And Housing Site' section contains a 'Go To Profile' button and two dropdown menus for 'Work Site' and 'Housing Site', each with an 'Add' button. Below these is a table with columns: Type, Name, Address, Directions, Description, Workers to House, and Remove.

Type	Name	Address	Directions	Description	Workers to House	Remove
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**SAVE THE PAGE**

### TAB 3 – Time and Meals

Complete all information on this fillable page.

**a. Anticipated period of work – *Date of Need***

*Per H-2A regulations, you can only file 60 days + prior to the Date of Need thus some dates are greyed –out.*

**b. Anticipated work days and hours**

*You need to fill -in hours using decimal points (Example. 7.50 or 8.00, etc.)*

**c. Anticipated range of hours for different seasonal activities**

*Include range of hours using decimal points – (Example: 7.50 or 8.00, etc.)*

**d. Collect calls accepted from:**

*Select Yes or No*

**e. Describe how the employer intends to provide either 3 meals a day to each worker or furnish free and convenient cooking and kitchen facilities for workers to prepare meals.**

*Under this field; give a description of whether arrangement of providing 3 meals a day is made by the employer or not or if the workers will make their own meals, does the employer provides with kitchen facilities or not.*

**SAVE THE PAGE**

### TAB 4 – Referrals and Requirements

**a. Referral Instructions and hiring Information:**

*Explain how applicants are to be hired or referred, and the Employer's/Agent's available hour to interview workers; you can also click on the side button @for more details.*

**b. Job description and requirements:**

*Explain the job description in detail and what are the requirements for the job; you can also click on the side button @for more details.*

***Check all requirements:***

*Check-off all requirements that apply.*

**c. Training:**

*Days of training required to reach productivity standards*

**d. Is apple harvesting required?**

*Select Yes or No*

**SAVE THE PAGE**

## TAB 5 – Wage and Transportation

### a. Wage Rates, Special Pay Information and Deductions

*Complete crop activities; wages per crop activities. If there are more than 1 crop activity; click on <"add line">*

### b. Deductions:

*Add information on any and all deductions made from the paycheck.*

### c. Pay period:

*Indicate the pay period; weekly, bi-weekly or other...*

### d. More details about pay:

*Any other information needed regarding pay, must be completed in this segment.*

### e. Rate:

*Complete Rate based on AEWR or State/federal minimum, Prevailing wage rate or Bargaining Unit rate*

### f. Transportation Arrangements:

*Click on the side button @ for more details.*

### g. Subsistence Expenses

*Indicate the amount employer will pay for daily and weekly subsistence expenses*

**SAVE THE PAGE**

## TAB 6 – Practices

### a. Is it the prevailing practice to use Farm Labor Contractors (FLC) to recruit, supervise, transport, house, and/or pay workers for this (these) crop activity(ies)?

*Yes or No (You can review information by clicking on information side button)*

### b. Are workers covered for Unemployment Insurance?

*Yes or No – select the appropriate response*

### c. Are workers covered by worker's compensation?

*Yes or No – select the appropriate response*

### d. Are tools, supplies, and equipment provided at no charge to the workers?

*Yes or No – select the appropriate response*

### e. List any arrangements which have been made with establishment owners or agents for the payment of a commission or other benefits for sales made to workers. (If there are no such arrangements, enter "None".)

- f. List any strike, work stoppage, slowdown, or interruption of operation by the employees at the place where the workers will be employed. (If there are no such incidents, enter "None".)
- g. Is this job order to be placed in connection with a future Application for Temporary Employment Certification for H-2A workers?  
*Yes or No – select the appropriate response*

### SAVE THE PAGE

### TAB 7 – View and Submit

This is the most important page. You can review your application. Prior to submitting, please click on “Assurances” to review Intra and Interstate clearance orders.

Employer’s Signatures:

“Employer's Certification: This job order describes the actual terms and conditions of the employment being offered by me and contains all the material terms and conditions of the job”

**Important:** The employer needs to sign the application prior to submitting it.

- You can also review the PDF form of the ETA-790 and print it.
- Read all the instructions and “Public Burden Statement” given on the page before signing the application.

### SIGN, SAVE AND SUBMIT application

The screenshot displays the 'View And Submit' tab of the FLC Web Based Application. The interface is divided into a sidebar on the left and a main content area. The sidebar contains navigation links for 'HOA Program' (Dashboard, Applications, Housing, Referrals) and 'HOB Program' (Dashboard, Applications, Referrals). The main content area features a top navigation bar with links for 'Contact Information', 'Work And Housing Site', 'Time And Meals', 'Referral and Requirements', 'Wage and Transportation', 'Practices', and 'View And Submit'. Below this, the 'View And Submit' section includes a 'Submit Application' button, a 'View PDF version of ETA 790 Application' link, and a 'READ CAREFULLY' section with a 'PUBLIC BURDEN STATEMENT'. A red arrow points to the 'Submit Application' button.

You will get a notification that your application was submitted successfully.

\*\*\*This is the end of Module 3\*\*\*